



## Maguire & Irby Family Foundation Public Service Internship Application Guidelines

Welcome to the Maguire Ethics Center Public Service Internship Program. **Prior to starting your application process please make sure you've reviewed the internship guidelines page at [www.smu.edu/Provost/Ethics/Students/Internship](http://www.smu.edu/Provost/Ethics/Students/Internship).**

The application consists of five parts:

1. The Application
2. A Brief Biography (not more than two pages)
  - Provide relevant personal, academic and work background on yourself
3. An Internship Proposal. Please provide as much detail as possible on the work for which you would like to be sponsored this summer, including:
  - How your proposed internship or research is related to ethics, or what ethical or public service issues you'll be dealing with while working
  - Where you want to work (name and location of agency and physical location of your internship)
  - What you would be doing/what is the need to be addressed
  - Why you are seeking this stipend
4. A Letter from Your Sponsoring Agency (just one page)
  - The letter should be from the person who would be your supervisor for the summer project/internship
  - The letter should state that the supervisor has spoken to you about the project and what you will be doing at their organization
  - The letter should confirm that you will be working 200 hours over the summer under his/her supervision
  - Should you anticipate that you will not be able to obtain a letter from your sponsoring agency and supervisor by the deadline, please notify the Maguire Ethics Center before the application deadline
5. A Letter from a Faculty Reference
  - The letter should be from the faculty reference whose name you listed on the application form

Please feel free to contact the Maguire Ethics Center if you have any questions or concerns. **Applications materials are due in our office no later than 4:00 p.m., Friday, February 8, 2013 to be considered.** Please drop off, email or fax completed application to the Maguire Ethics Center in McFarlin Auditorium, room 100.



## Public Service Internship Application

Name:

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SMU I.D. Number: \_\_\_\_\_

Mailing address:

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Daytime phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Graduate or undergraduate student (indicate which): \_\_\_\_\_

SMU school you are attending and your major/minor:

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Classification at the time of your internship (junior, senior): \_\_\_\_\_

Current GPA: \_\_\_\_\_

Anticipated graduation date from SMU: \_\_\_\_\_

How did you hear about this internship?

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Name of an SMU faculty or staff member reference:

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Name and web address of sponsoring agency:

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Will you receive any other funding for this program? If yes, please describe.

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Is this work being undertaken to fulfill internship requirements for your major/minor?  
If yes, please describe.

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Have you, or do you plan to, apply for an Engaged Learning Grant for this specific project?

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Do you want this internship to count as your Oral Communication and Community  
Engagement curriculum proficiencies (Yes or No)? \_\_\_\_\_

How is your internship or research related to ethics or what ethical issues will your  
internship address? (Use space below or attach additional pages)